

31 MAY 1995

Appendix K

FORMAT FOR APPLYING FOR CAREER FIELD LEVEL CERTIFICATION

From: (Name, military rank or civilian title, series, and grade, and activity name and address)
To: (Management official authorized to grant certification)
Via: (As determined by command)

Subj: APPLICATION FOR CAREER FIELD CERTIFICATION

Encl: (1) (Applicable certification check list)

1. I apply for certification to level (insert I, II, or III, as appropriate) in the (insert name) career field.

2. This career field is my (insert primary or subsidiary, as appropriate) career field.

3. I have checked all of the requirements necessary for certification identified on enclosure (1).

Applicant's signature and date

____ Approved
____ Disapproved

Certifying official's signature, title, and date

Distribution (after approval):

Original to civilian HRO, BUPERS (PERS-447), or CMC, Code MMOA-3, as appropriate
Copy to applicant

Appendix K to
Enclosure (1)

31 MAY 1995

INSTRUCTIONS

1. The applicant, i.e., person applying for certification, will prepare, sign, and date the application in the format shown in appendix K.
2. Primary Career Field.
 - a. To be certified in the applicant's primary career field, the applicant must meet the requirements of the level of his or her position before applying for higher levels.
 - b. The applicant must attach the appropriate career field level check list and certify that he or she meets all of the requirements on the check list for the particular level for which applying.
3. Subsidiary Career Field.
 - a. To be certified in a subsidiary career field, the applicant must meet all the requirements of all lower levels as well as the level for which applying.
 - b. The applicant must attach the appropriate career field level check list for which applying as well as all lower level check lists and certify that he or she meets the requirements for the requested level and all lower levels.
4. Certification check lists may be obtained from Training Representatives and HROs.
5. The applicant shall sign and date the application and forward the application to the official authorized to certify individuals to career field levels. Certification approval authority maybe redelegated as low as the applicant's immediate supervisor. Check to determine who within your organization has approval authority and if additional review is required.
7. If the application is approved, the certifying official shall sign and date the application and forward the approved application as follows: for civilians to the servicing HRO; for Navy military to BUPERS (PERS-447); and for Marine Corps military to CMC, Code MMOA-3, as appropriate, for entry into the appropriate automated data system and filing in a permanent personnel record. The certifying official shall send a copy of the approved application to the applicant.
8. If the application is disapproved, the official shall sign and date the application and return it to the applicant.